

[12/19/78] Executive Residence Organizational Procedural Manual [1]

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THE WHITE HOUSE
WASHINGTON

Came out

11

December

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Revisions to the Executive Residence Organization and Procedures Manual may be proposed by anyone on the Residence Staff or the Executive Residence Management Committee.

The Chief Usher must approve all procedural changes before they become effective.

Whenever a procedure, form or exhibit is revised the Table of Contents must also reflect the changes. This will be done by noting the revision numbers next to the section titles in the Table of Contents. No dates will be used.

After a procedure, form or exhibit has been revised, typed and printed, the Assistant to the Chief Usher will ensure that copies of the updated section and Table of Contents are distributed to all manual holders. He will also inform all Residence personnel of the revisions and their effective dates.

The Chief Usher will also issue directives concerning the organization and procedures. These will be in memorandum form and will be included as Appendix B in the manual. The Assistant to the Chief Usher will ensure that copies of the directives are distributed.

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
105	GOALS AND OBJECTIVES		1 of 1

Purpose

- ° To provide a concise statement of goals directed at
 - responsive service to the First Family and all guests;
 - use of strong internal management practices; and
 - care and maintenance of the White House facility and furnishings.

Procedures

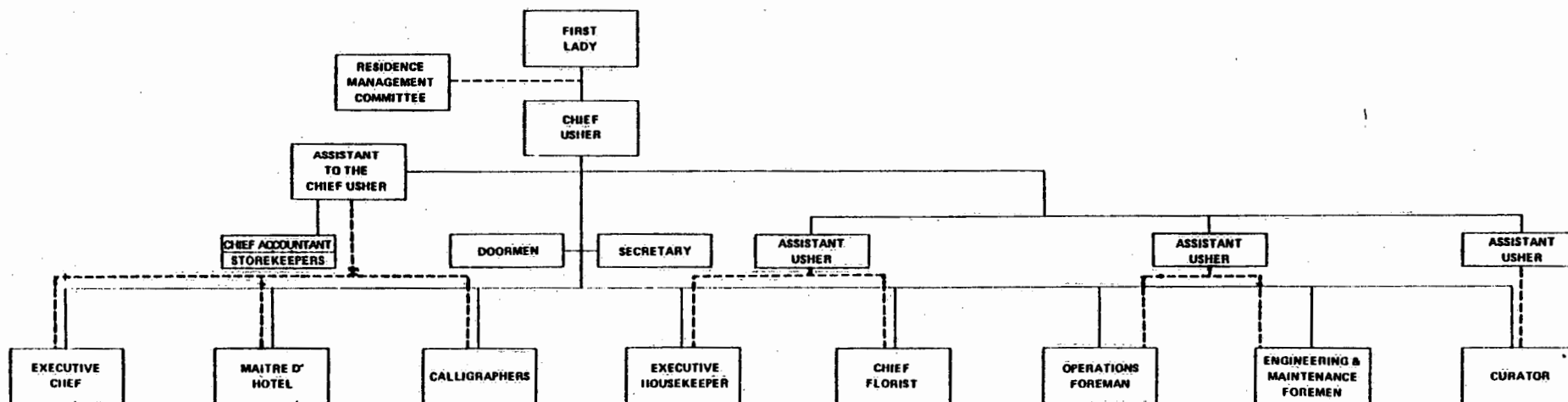
- ° Through open communication and efficient organization and management, the Executive Residence Staff will have a clear understanding of the First Family's needs and will respond with praiseworthy service.
- ° The staff will also strive to provide White House guests with outstanding and commendable service, reflecting the exceptional image of the White House as an historic and special place.
- ° Based on feedback from the First Family, White House guests and the White House Staff, the Residence Staff will assess its job performance and make any necessary operating and management modifications in order to live up to the expectations of the individuals it serves.
- ° Additionally, the Residence Staff will constantly endeavor to improve its set of internal management practices, which contribute to more effective resource planning and delivery of services.

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110	RESIDENCE ORGANIZATION CHART		1 of 1

Purpose

- ° To provide a graphic display of organizational relationships (Exhibit 110-1).

EXECUTIVE RESIDENCE ORGANIZATION



SOLID LINES DENOTE
OPERATIONAL CONTROL,
ONE-TO-ONE
ACCOUNTABILITY

DOTTED LINES DENOTE
MANAGERIAL OVERSIGHT,
ASSISTING IN PLANNING
& BUDGETING, PERSONNEL
MANAGEMENT, FOLLOW-
UP ON SPECIAL PROJECTS,
PERFORMANCE EVALUA-
TION

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
115	ORGANIZATIONAL RESPONSIBILITIES		1 of 5

Purpose

- ° To provide a concise statement of responsibilities for each major organizational unit.

Procedures

- ° The Chief Usher will ensure that the organizational units carry out their prescribed responsibilities.

Note: Detailed position descriptions are included as an Appendix to this manual.

First Lady

- ° Provides overall guidance on conduct of Residence Operations.
- ° Approves plans and final results of all major decorating and refurbishment activities.

Residence Management Committee

- ° Meets monthly and as required to review plans and progress of all aspects of Residence activity.
- ° Members serve at the request of the First Lady and include the Special Assistant to the President - Administration, Chief of White House Operations, Personal Assistant to the First Lady, the Social Secretary, and the Chief Usher.

Chief Usher

- ° Ensures that the First Family's housekeeping and special project needs are fulfilled.
- ° Maintains management and operating control over the Residence staff and activities.
- ° Selects and dismisses Residence management and staff.
- ° Provides technical support to the Social Office for special events in the Residence.
- ° Coordinates support provided by the National Park Service.

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115	ORGANIZATIONAL RESPONSIBILITIES		2 of 5

Usher's Office

- ° Institutionalizes authority of the Chief Usher, whereby Assistant Ushers on duty may act in his name, make operational decisions and provide direct supervision over doormen, projectionists and administrative assistant.

Assistant Ushers

- ° Serve on shift duty to monitor Residence operations, ensure needs of First Family are served and expedite last-minute arrangements for official events.
- ° Provide managerial oversight for various departments as assigned by the Chief Usher. Managerial oversight includes assisting the Chief Usher in planning and budgeting, personnel training and evaluation, planning and follow-up on special projects, departmental performance evaluation and other special duties as assigned. Managerial oversight areas are assigned as follows:
 - Assistant Usher #1: Usher's Office staff
Calligraphers
Executive Housekeeper and staff
Chief Florist and staff
 - Assistant Usher #2: All engineering, operations and maintenance foremen and staff
 - Assistant Usher #3: Curator and staff, and special liaison requirements of Curator's Office.

Assistant to the Chief Usher

- ° Provides direct supervision for Residence Chief Accountant and Storeroom personnel.
- ° Supervises preparation of all management planning documentation.
- ° Supervises preparation of all management reports.
- ° Serves as Chief Administrative Assistant to the Chief Usher, accountable for financial management and overall personnel management systems.

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115	ORGANIZATIONAL RESPONSIBILITIES		3 of 5

Assistant to the Chief Usher (con't)

- ° Provides managerial oversight for Executive Chef and Maitre d' Hotel.
- ° Serves as liaison to National Park Service on administrative support services.
- ° Ensures preparation of all materials and other arrangements required for Comptroller General reviews.

Executive Chef

- ° Prepares and oversees the preparation of all food served in the Residence for the First Family and guests.
- ° Manages all kitchen help.

Maitre d'Hotel

- ° Ensures the proper serving of food and appropriate beverages at special events and all breakfasts, luncheons and dinners on the State floor and in the First Family's quarters.
- ° Manages butlers and other serving personnel.
- ° Recommends appropriate beverages and supervises their purchase.
- ° Recruits and trains temporary help.

Operations Foreman

- ° Supervises the movement and arrangement of furniture and props for special events at the direction of the Chief Usher.
- ° Supervises the set-up and removal of all stanchions and ropes for White House tours and arrival ceremonies.

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115	ORGANIZATIONAL RESPONSIBILITIES		4 of 5

Executive Housekeeper

- ° Supervises daily cleaning tasks throughout the Residence.
- ° Plans and conducts major cleaning tasks on cyclical schedule.
- ° Supervises Residence laundry operations.

Calligraphers

- ° Prepare invitations and special cards for official events.
- ° Maintain records of guests and invitations.
- ° Perform special artistic support services as requested for the First Family.

Chief Florist

- ° Fulfills Social Office requests for floral arrangements for all special events in the Residence.
- ° Provides wreaths and flowers for special occasions outside the Residence.
- ° Arranges flowers as requested by the First Family for the Residence.
- ° Recruits and supervises temporary help and volunteers.

Engineers and Maintenance Foremen

(Includes painters, carpenters, plumbers, electricians, operating engineers.)

- ° Provide for routine day-to-day operation and maintenance, preventive maintenance and restoration of all physical facilities in the Residence.
- ° Provide maintenance support in specific areas within the East Wing including the Theater, the Projection Room and Workshop, the Bookstore and the East Wing Colonnade.

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
115	ORGANIZATIONAL RESPONSIBILITIES		5 of 5

Curator

- ° Researches, preserves and displays White House collection objects.
- ° Answers inquiries from the general public, historians, scholars and the media regarding White House history, Presidential history and the White House collection.
- ° Catalogues all collection objects and maintains extensive historical files on them.

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
120	KEY EXTERNAL RELATIONSHIPS		1 of 3

Purpose

- ° To document operational nature of Residence management and staff relationships with:
 - First Family
 - Social Secretary
 - National Park Service (N.P.S.)
 - General Services Administration (G.S.A.)
 - Committee for the Preservation of the White House (the "Committee")
 - White House Historical Association (W.H.H.A.)
 - Special Assistant to the President - Administration
 - Other Presidential staff offices
 - Uniformed Division of the United States Secret Service
 - White House Communications Agency (W.H.C.A.)

Procedures

First Family

- ° Contacts Usher's Office and Residence Staff on an "as-needed" basis for immediate household requests.
- ° First Lady confers with the Chief Usher weekly to discuss day-to-day Residence Staff activities and special projects.

Social Secretary

- ° Meets with or calls the Chief Usher daily to discuss special events preplanning and coordination information in order to ensure the completion of technical work prior to special events.

National Park Service

- ° Cares for and preserves the White House and particularly its grounds as an historic site.
- ° Supports the Residence Staff in completing work assignments given by the Chief Usher.
- ° Provides support staff, when requested, for major construction and restoration work in the Residence or on its grounds.

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120	KEY EXTERNAL RELATIONSHIPS		2 of 3

General Services Administration

- Maintains all high voltage and related support equipment.
- Responds to maintenance requests covering the East and West Wings of the Residence, including the exterior walls of both Wings.

The "Committee"

- Advises both the President and the Director of the National Park Service in regard to the maintenance of the White House as a public monument.
- Makes recommendations to the President and First Lady concerning articles of furniture, fixtures and decorative objects for the public rooms best suited to enhance the historic and artistic values of the White House.
- Includes the First Lady, the Chief Usher of the White House and the Curator of the White House in its membership.
- Receives staff support from the National Park Service.
- Cooperates with the White House Historical Association.

White House Historical Association

- Exists as a non-profit educational association.
- Receives funds donated for the purpose of purchasing items for the White House collection of historic objects.
- Sells White House related books to tourists on the Ground Floor of the Executive Residence.
- Has the Associate Director - White House Liaison of the National Park Service on its Board of Directors.

Special Assistant to the President for Administration

- Reviews financial management and operations reports which are prepared by the Assistant to the Chief Usher for budgetary and other purposes.
- Makes Executive Residence budgetary decisions with the advice of the Chief Usher.
- Fulfills special requests made by the First Lady concerning the Executive Residence.

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120	KEY EXTERNAL RELATIONSHIPS		3 of 3

Other Presidential Staff Offices

- ° Occasionally coordinate last minute technical details with the Usher's Office for a special event once it has been cleared through the Social Office or the office of the First Lady's Press Secretary.
- ° Go through the Ushers in order to contact the President or First Lady when they are in the Residence.

Uniformed Division of the U.S.S.S.

- ° Conducts White House tours for the general public and occasionally for special groups with the First Lady.
- ° Station themselves at specific security posts on the Ground and State Floors, and advise the Usher's Office of First Family activity on the Ground or State Floors of the Residence.

White House Communications Agency

- ° Work through the Social Office and the Usher's Office in order to provide sound amplification and recording support to the President for special events.

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
125	STAFF COMMUNICATIONS		1 of 1

Purpose

- ° To help ensure appropriate and open communications vertically and horizontally throughout the Residence organization.

Procedures

- ° The Chief Usher will conduct brief weekly meetings with the Residence staff based on an agenda drafted by the Assistant to the Chief Usher (Exhibit 125-1).
- ° The Special Assistant to the President - Administration will meet with the Residence Management Committee monthly (Exhibit 125-2).
- ° Event planning information will travel on standardized forms from the Social Office to the Residence Usher's Office (see Section 300 Special Events, Exhibits 305-1 and 310-1).

Weekly Residence Staff Meeting

Meeting Day: Monday

Time: 10:00 A.M. (subject to change)

Participants: Chief Usher, Assistant to the Chief Usher,
Cost Center Supervisors

Agenda: The Assistant to the Chief Usher will prepare
an agenda for each meeting, noting pending
items from previous weeks. This agenda will
be used by the Chief Usher, who will chair
the meeting.

Coverage Areas for Possible Discussion:

- ° special projects
- ° special events - plans
- ° criticism of events conducted
- ° financial results
- ° operations management
- ° maintenance management
- ° food and beverage management
- ° housekeeping management
- ° flower shop management
- ° curatorial administration
- ° personnel management
- ° First Lady's schedule
- ° First Lady's compliments and concerns

Monthly Residence Management Committee Meetings

Meeting Day: Within one week of month's end (as soon as management reports are ready)

Time: (subject to change)

Participants: Special Assistant to the President - Administration, Director of White House Operations, First Lady's Personal Assistant, Social Secretary, Chief Usher, Assistant to the Chief Usher, The Special Assistant to the President - Administration will chair.

Agenda: The Assistant to the Chief Usher will draft a specific agenda each month based on input from the participants.

Coverage Areas for Possible Discussion:

- ° Financial condition
- ° Event services (cost/quality)
- ° Special projects (progress reports)
- ° Follow-up on First Lady's concerns
- ° Personnel management review

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
130	FIRST LADY'S GUIDANCE ON DAY-TO-DAY ACTIVITIES AND SPECIAL PROJECTS		1 of 2

Purpose

- ° To ensure Residence operations conform to the personal and official needs of the First Family.

Procedures

Food Services:

- ° The First Lady receives each Friday a proposed menu covering the week beginning the following Tuesday. Changes are communicated through the Usher's Office and may be communicated directly by the First Lady via the Second Floor Chef or the First Lady's Personal Assistant.
- ° Monthly food and beverage bills are prepared for the First Family and delivered via the Usher's Office. The Chief Usher will discuss these during his weekly meeting with the First Lady to determine if there are any questions regarding their preparation or any instructions for the Chef.

Official Events:

- ° Official event plans are developed by the Social Secretary, reviewed by the First Lady and relayed to the Chief Usher from the Social Secretary.

Housekeeping/Maintenance/Refurbishment Projects:

- ° The First Lady will have early warning on proposed projects via the monthly maintenance and housekeeping reports. Her comments and the degree of involvement she wants to have in these will be solicited by the Chief Usher in their weekly meetings.
- ° The Chief Usher will ensure that the First Lady is kept informed of the status of all major projects and that her approval is obtained at key steps in a project's progress. Typically, this will mean preliminary approval of the project's scope and general design, approval of any drawings, approval of any materials (fabric, carpet, color, etc.) and final review of completed work to ensure it is totally satisfactory.

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
130	FIRST LADY'S GUIDANCE ON DAY-TO-DAY ACTIVITIES AND SPECIAL EVENTS		2 of 2

- ° The Chief Usher will be alert to the First Lady's request for scheduling additional projects. The Chief Usher will conduct a room-by-room tour with the First Lady quarterly to discuss potential projects.

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200	MANAGEMENT REPORTS		1 of 1

Purpose

- ° To describe key reports, identify preparation responsibility and specify report distribution.

Procedures

The Assistant to the Chief Usher is responsible for timely and accurate report preparation and distribution. Assistant Ushers and other management personnel have specific responsibility for particular reports and for analysis of their contents. The Chief Usher must review all management reports prior to distribution and must authorize any changes to the report distribution lists or schedules.

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First Family	
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Report Name: EXECUTIVE RESIDENCE PROFILE

Purpose: To provide a synopsis of event,
tour and personnel data

Prepared by: Assistant to the Chief Usher

Frequency: Monthly, within ten working days
of month end

**EXECUTIVE RESIDENCE PROFILE
EVENT TOUR AND PERSONNEL DATA
MONTH COVERED: _____**

EVENT SUMMARY

	BREAK-FASTS	REFRESH-MENTS	LUNCHEONS	BRIEFINGS	RECEPTIONS	DINNERS	CONCERTS	MAJOR EVENTS
EVENTS								
GUESTS								

TOUR STATISTICS

	MONTH COVERED		YEAR-TO-DATE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
CONGRESSIONAL				
PUBLIC				
SPECIAL				

PERSONNEL NOTIFICATIONS

NEW PERSONNEL:

ARDS:

PROMOTIONS:

RETIREMENTS:

BIRTHDAYS:

ANNIVERSARIES:

Report Name: EXECUTIVE RESIDENCE FINANCIAL SUMMARY

Purpose: To summarize financial status of the Residence appropriation and highlight variances by cost centers, major object classifications, and non-reimbursable official events

Prepared by: Assistant to the Chief Usher

Frequency: Monthly within ten working days of month end

NOTE: This report is divided into three major sections:

The Cost Center section summarizes expenditures by functional areas of the Residence and for non-reimbursable events. The sub total equals the amount appropriated and budgeted for Residence operations and events. This section also summarizes the cost of reimbursable events and reimbursed expenses (e.g., utilities charged to GSA).

The Object Classification section displays the most controllable expense elements and summarizes the remainder. The total for this section equals the sub total of the Cost Center section, which is the appropriated expenditure.

The Official Events - Non-Reimbursable section summarizes non-reimbursable event expenses for each of the major types of events. The total for this section equals the line items for "events" in the Object Classification section and "events non-reimbursable" in the Cost Center section.

EXECUTIVE RESIDENCE FINANCIAL SUMMARY FOR _____		FY 10 _____	CURRENT PERIOD				YEAR-TO-DATE					
		BUDGET	EXPEND	ORDERS	ACTUAL	BUDGET	VARIANCE	EXPEND	ORDERS	ACTUAL	BUDGET	VARIANCE
COST CENTERS	USHERS'S OFFICE											
	FLOWER SHOP											
	HOUSEKEEPING											
	FOOD & BEVERAGE											
	OPERATIONS											
	CARPENTRY & PAINT SHOP											
	ENGINEERS & PLUMBERS											
	ELECTRIC SHOP											
	EVENT NON-REIMBURSABLE											
	SUBTOTAL											
	EVENTS REIMBURSABLE											
	OTHER REIMBURSABLE											
	TOTAL:											
OBJECT CLASSIFICATION	REGULAR PAYROLL											
	PREMIUM PAY											
	BENEFITS											
	UTILITIES											
	SUPPLIES											
	FURNISHINGS – CLEANING & REPAIR											
	ACQUISITIONS – FURNISHINGS											
	ACQUISITIONS – EQUIPMENT											
	OTHER											
	EVENTS											
	TOTAL:											
OFFICIAL EVENTS – NON-REIMBURSABLE	LEADERSHIP BREAKFASTS											
	OTHER BREAKFASTS											
	AM REFRESHMENTS											
	PM REFRESHMENTS											
	BUFFET LUNCHEON											
	SMALL LUNCHEON											
	OTHER LUNCHEON											
	BRIEFINGS											
	LIGHT RECEPTION											
	HEAVY RECEPTION											
	BUFFET DINNER											
	SMALL DINNER											
	LARGE DINNER											
	CONCERTS											
	MAJOR EVENTS											
		TOTAL:										

Report Name: COST CENTER EXPENSES - ACTUAL VS. BUDGET

To report financial results by cost center, highlighting areas for investigation, need for reallocation of resources, or other corrective action

Prepared by: Assistant to the Chief Usher

Frequency: Monthly within ten working days of month end

COST CENTER EXPENSES – ACTUAL VS. BUDGET

DATE _____ PAGE 1 OF 3

COST CENTERS – EXPENSE CATEGORIES	FY 19 BUDGET	CURRENT PERIOD					YEAR-TO-DATE				
		EXPEND	ORDERS	TOTAL	BUDGET	VARIANCE	EXPEND	ORDERS	TOTAL	BUDGET	VARIANCE
3933 EXECUTIVE RESIDENCE											
TOTAL											
3934 USHER'S OFFICE											
1101 REGULAR PAY PERMANENT											
1103 REGULAR PAY OTHER											
1105 PREMIUM PAY											
1106 OFFICIAL EVENTS PAY											
1200 PERSONNEL BENEFITS											
2100 TRAVEL & TRANSPORT											
2301 ELECTRICITY											
2304 NATURAL GAS											
2305 TELEPHONE											
2501 LAUNDRY & DRY CLEANING											
2502 ELEVATOR MAINTENANCE											
2503 FURNISHINGS – CLEAN											
2504 FURNISHINGS – REPAIR											
2506 OTHER											
2604 UNIFORMS											
2625 OTHER SUPPLIES											
3101 ACQUISITION – FURNISHINGS											
3102 ACQUISITION – EQUIPMENT											
3103 ACQUISITION – OTHER											
TOTAL											
3937 FLOWER SHOP											
1101 REGULAR PAY PERMANENT											
1105 PREMIUM PAY											
1106 OFFICIAL EVENTS PAY											
1200 PERSONNEL BENEFITS											
2606 FLOWERS											
2625 OTHER SUPPLIES											
TOTAL											
3938 HOUSEKEEPING											
1101 REGULAR PAY PERMIUM											
1105 PREMIUM PAY											
1106 OFFICIAL EVENTS PAY											
1200 PERSONNEL BENEFITS											
2601 CLEANING SUPPLIES											
2602 PAPER GOODS											
2603 GLASSWARE											
2604 UNIFORMS											
2606 LINENS											
2607 OTHER HOUSEHOLD											
2625 OTHER SUPPLIES											
TOTAL											

FORM ER 200-3(A)

COST CENTER EXPENSES – ACTUAL VS. BUDGET

DATE _____ PAGE 2 OF 3

COST CENTERS – EXPENSE CATEGORIES	FY 19 _____	CURRENT PERIOD					YEAR-TO-DATE				
	BUDGET	EXPEND	ORDERS	TOTAL	BUDGET	VARIANCE	EXPEND	ORDERS	TOTAL	BUDGET	VARIANCE
3939 FOOD & BEVERAGE											
1101 REGULAR PAY PERMANENT											
1103 REGULAR PAY OTHER											
1105 PREMIUM PAY											
1106 OFFICIAL EVENTS PAY											
1200 PERSONNEL BENEFITS											
2505 RENTALS											
2602 PAPER GOODS											
2603 GLASSWARE											
2604 UNIFORMS											
2605 SERVING DISHES											
2620 INVENTORY											
2621 STAFF											
2624 INVENTORY ADJUSTMENT											
2625 OTHER SUPPLIES											
TOTAL											
3049 OPERATIONS											
1101 REGULAR PAY PERMANENT											
1105 PREMIUM PAY											
1106 OFFICIAL EVENTS PAY											
1200 PERSONNEL BENEFITS											
2614 EQUIPMENT REPAIR											
2625 OTHER SUPPLIES											
TOTAL											
3943 CARPENTRY & PAINT SHOP											
1101 REGULAR PAY PERMANENT											
1105 PREMIUM PAY											
1106 OFFICIAL EVENTS PAY											
1200 PERSONEL BENEFITS											
2611 PAINT SUPPLIES											
2612 CARPENTER SUPPLIES											
2614 EQUIPMENT REPAIR											
2625 OTHER SUPPLIES											
TOTAL											
3944 ENGINEERS & PLUMBERS											
1101 REGULAR PAY PERMANENT											
1105 PREMIUM PAY											
1106 OFFICIAL EVENTS PAY											
1200 PERSONNEL BENEFITS											
2610 AIR HANDLING											
2613 PLUMBING SUPPLIES											
2614 EQUIPMENT REPAIR											
2625 OTHER SUPPLIES											
TOTAL											

COST CENTER EXPENSES – ACTUAL VS. BUDGET

DATE _____ PAGE 3 OF 3

COST CENTERS – EXPENSE CATEGORIES	FY 19 BUDGET	CURRENT PERIOD					YEAR-TO-DATE				
		EXPEND	ORDERS	TOTAL	BUDGET	VARIANCE	EXPEND	ORDERS	TOTAL	BUDGET	VARIANCE
3945 ELECTRIC SHOP											
1101 REGULAR PAY PERMANENT											
1106 PREMIUM PAY											
1106 OFFICIAL EVENTS PAY											
1200 PERSONNEL BENEFITS											
2609 ELECTRICAL SUPPLIES											
2625 OTHER SUPPLIES											
TOTAL											
3947 EVENTS – NON-REIMBURSABLE											
1106 OFFICIAL EVENTS PAY											
2401 CALLIGRAPHER SUPPLIES											
2402 PRINTING											
2501 LAUNDRY & CLEANING											
2505 RENTALS											
2622 OFFICIAL EVENTS FOOD											
2623 OFFICIAL EVENTS BEVERAGE											
2606 OTHER											
2621 STAFF FOOD & BEVERAGE											
TOTAL											
3948 EVENTS – REIMBURSABLE											
1106 OFFICIAL EVENTS PAY											
2302 ELECTRICITY – GSA											
2303 ELECTRICITY – WHCA											
2401 CALLIGRAPHER SUPPLIES											
2402 PRINTING											
2501 LAUNDRY & CLEANING											
2505 RENTALS											
2606 OTHER											
2608 FLOWERS											
2621 STAFF FOOD & BEVERAGE											
2622 OFFICIAL EVENTS FOOD											
2623 OFFICIAL EVENTS BEVERAGE											
2626 FOOD & BEVERAGE OTHER											
TOTAL											

Report Name: VOLUME/RATE ANALYSIS - NON-REIMBURSABLE
OFFICIAL EVENTS

To summarize variances between actual
vs. budgeted official event costs,
highlighting degree to which variance
is due to changes in event volume,
mix of events and cost by type of event

To support budgeting activities

Prepared by: Assistant to the Chief Usher

Frequency: Quarterly

VOLUME/RATE ANALYSIS – NON-REIMBURSABLE OFFICIAL EVENTS

PAGE 1 OF 2

QUARTER OR MONTH ENDING: _____

AVERAGE PER EVENT					ALL EVENTS				PLAN FOR REMAINDER OF FY 19 _____				
EVENT CATEGORY	ACTUAL LABOR	BUDGETED LABOR	ACTUAL F & B COST	BUDGETED F & B COST	ACTUAL DOLLARS	BUDGETD DOLLARS	VARIANCE		ESTIMATED EVENT VOLUME	NEW AVERAGE COST PER EVENT	NEW ESTIMATED COST	OLD BUDGET	VARIANCE
							LABOR	COST					
LEADERSHIP BREAKFASTS													
OTHER BREAKFASTS													
AM REFRESHMENTS													
PM REFRESHMENTS													
BUFFET LUNCHEON													
SMALL LUNCHEON													
OTHER LUNCHEON													
BRIEFINGS													
LIGHT RECEPTION													
HEAVY RECEPTION													
BUFFET DINNER													
SMALL DINNER													
LARGE DINNER													
CONCERTS													
CHRISTMAS REFRESHMENTS													
CHRISTMAS RECEPTIONS													
MAJOR EVENTS													
TOTALS													

VOLUME/RATE ANALYSIS -- N EIMBURSABLE OFFICIAL EVENTS

PAGE 2 OF 2

QUARTER ENDING: _____

EVENT CATEGORY	THIS QUARTER OR MONTH				YEAR-TO-DATE			
	EVENTS		GUESTS		EVENTS		GUESTS	
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
LEADERSHIP BREAKFASTS								
OTHER BREAKFASTS								
AM REFRESHMENTS								
PM REPRESHMENTS								
BUFFET LUNCHEON								
SMALL LUNCHEON								
OTHER LUNCHEON								
BRIEFINGS								
LIGHT RECEPTION								
HEAVY RECEPTION								
BUFFET DINNER								
SMALL DINNER								
LARGE DINNER								
CONCERTS								
CHRISTMAS REFRESHMENTS								
CHRISTMAS RECEPTIONS								
MAJOR EVENTS								
TOTALS								

Report Name:

HOUSEKEEPING PROJECT SUMMARY

Purpose:

To identify and specify reasons for uncompleted projects and tasks; reschedule and re-estimate time requirements; project next month's schedule

To highlight major housekeeping projects accomplished, in progress and planned so that the First Lady and Chief Usher have an opportunity to confirm work priorities and review quality of work performed.

Prepared by:

Executive Housekeeper

Frequency:

Monthly

PORT FOR THE MONTH OF _____

TASKS COMPLETED / IN PROGRESS		COMPLETION DATE
TASKS NOT ACCOMPLISHED / BACKLOGGED		
PROPOSED TASKS FOR NEXT MONTH		

Report Name: MAINTENANCE PROJECT SUMMARY

Purpose: To identify and specify reasons for uncompleted projects and tasks; reschedule and re-estimate time requirements; project next month's schedule

To highlight major maintenance projects accomplished, in progress and planned so that the First Lady, Chief Usher and Assistant Usher-Maintenance will have an opportunity to confirm work priorities and review quality of work performed

Prepared by: Assistant Usher assigned responsibility for management review of maintenance

Frequency: Monthly

MAINTENANCE PROJECT SUMMARY

Exhibit 200-6
Page 2 of 2

REPORT FOR THE MONTH OF _____

TASKS COMPLETED / IN PROGRESS	COMPLETION DATE	
TASKS NOT ACCOMPLISHED / BACKLOGGED	START DATE	COMPLETION DATE
PROPOSED TASKS FOR NEXT MONTH	DATE SCHEDULED	COMPLETION DATE

Report Name:

CURATOR'S PROJECT SUMMARY

Purpose:

To identify and specify reasons for uncompleted projects and tasks; reschedule and re-estimate time requirements; project next month's schedule

To highlight major curatorial projects accomplished, in progress and planned so that the First Lady and Chief Usher have an opportunity to confirm work priorities and review quality of work performed.

Prepared by:

Associate Curator/Registrar

Frequency:

Monthly

CURATOR'S PROJECT SUMMARY

Exhibit 200-7
Page 2 of 2

RT FOR THE MONTH OF _____

TASKS COMPLETED / IN PROGRESS	COMPLETION DATE	
TASKS NOT ACCOMPLISHED / BACKLOGGED	START DATE	COMPLETION DATE
PROPOSED TASKS FOR NEXT MONTH	DATE SCHEDULED	COMPLETION DATE

Report Name:

FIRST FAMILY RESIDENCE COST
SUMMARY

Purpose:

To provide the First Family with
a summary billing statement of
residence related costs and
statistical analysis of the First
Family's meals

Prepared by:

Chief Accountant

Frequency:

Monthly, as soon after the end of
the month as practicable

FIRST FAMILY—RESIDENCE COST SUMMARY
PERIOD _____

DESCRIPTION	AMOUNT
FOOD AND BEVERAGES	\$ _____
OTHER SUPPLIES	
SERVICES AND OTHER COSTS	_____
TOTAL COSTS	_____
LESS REIMBURSEMENTS FOR OFFICIAL FUNCTIONS COST (SEE PAGE 2)	(_____)
NET FOOD, BEVERAGES, AND SERVICES COSTS (TO BE BILLED TO FIRST FAMILY)	\$ <u>_____</u>

FAMILY MEAL STATISTICS

	BREAKFAST	LUNCH	DINNER	OTHER	TOTAL MEALS
THE PRESIDENT					
MRS. CARTER					
AMY CARTER					
CHIP CARTER					
CARON CARTER					
JEFF CARTER					
ANNETTE CARTER					
GUESTS					
TOTAL					

Report Name: FIRST FAMILY - OFFICIAL FUNCTIONS
ADJUSTMENT

Purpose: To account for meals and other
functions held in the Residence
which are official in nature and
are not to be charged to the First
Family

Prepared by: Chief Accountant

Frequency: Monthly, as soon after month end
as practicable

Remarks: Most official events will be
scheduled in advance, allowing
each such event to be identified
and processed through event
accounting procedures. This
adjustment report will cover only
those events not foreseeable
enough in advance to have been in-
cluded in the event accounting
system.

FIRST FAMILY
OFFICIAL FUNCTIONS ADJUSTMENT
PERIOD: _____

COST ACCOUNT:

[illegible]

Report Name:

FIRST FAMILY - DETAILED CHARGES

Purpose:

To provide detailed information
regarding specific charges to the
First Family

• Prepared by:

Chief Accountant

Frequency:

Monthly, as soon after the end of
the month as practicable

FIRST FAMILY - DETAILED CHARGES
PERIOD: _____

PAGE ____ OF ____

[illegible]

REPORT DISTRIBUTION MATRIX

		FIRST LADY	PERSONAL ASSISTANT TO THE FIRST LADY	SOCIAL SECRETARY	SPECIAL ASSISTANT TO THE PRESIDENT ADMINISTRATION	DIRECTOR OF WHITE HOUSE OPERATIONS	CHIEF USHER	ASSISTANT TO THE CHIEF USHER	ASSISTANT USHERS
Executive Residence Profile	Exhibit 200-1	●	●	●	●	●	●	●	●
Financial Management Reports									
Executive Residence Financial Summary	Exhibit 200-2				●	●	●	●	●
Cost Center Expenses – Actual Budget	Exhibit 200-3				●	●	●	●	●
Volume/Rate Analysis – Non-reimbursable Official Events	Exhibit 200-4			●	●	●	●	●	
Operations and Maintenance									
Housekeeping Project Summary	Exhibit 200-5	●	●		●	●	●	●	●
Maintenance Project Summary	Exhibit 200-6	●	●		●	●	●	●	●
Curator's Project Summary	Exhibit 200-7	●	●		●	●	●	●	●
Family									
Residence Cost Summary	Exhibit 200-8	●					●	●	
Official Functions Adjustment	Exhibit 200-9	●					●	●	
Detailed Charges	Exhibit 200-10	●					●	●	

300 SPECIAL EVENT
COORDINATION

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
305	GUIDELINES FOR EVENT-PLANNING		1 of 1

Purpose

- ° To outline the purpose and responsibilities of two offices which play an integral role in coordinating special events; the Social Office and the Residence Usher's Office.
- ° To point out the proper flow of event information.
- ° To provide the White House Staff with guidelines for future reference.

Procedures

- ° The memorandum outlining guidelines for planning special events in the Residence will be included in the White House Office Administrative Manual so that White House Staff can refer to it before planning events (see Exhibit 305-1).
- ° The Social Secretary will conduct periodic briefings for those key staff who need a more detailed understanding of event planning.
- ° The guidelines memo will be updated when there is a major policy change.

THE WHITE HOUSE
WASHINGTON

May 5, 1978

MEMORANDUM FOR

FROM: HUGH CARTER, JR.

SUBJECT: Guidelines for Planning Special Events
in the Residence

Most of the briefings, receptions and other special events held in the Residence over the past year have been operationally successful, with good coordination through the Social Office and with the help of an experienced Residence staff.

The number of special functions in the Residence is increasing along with the number of White House Staff offices utilizing Residence space, including the Ground Floor, the White House Theater and the East Garden. So there is an overall need now for potential White House Staff contacts--those persons responsible for preplanning and coordinating special events with the Social Office--to familiarize themselves with some basic guidelines for event planning.

White House Staff (WHS) contacts are encouraged to direct specific policy questions about events in the Residence to the Social Office. Many policies and procedures regarding gate clearance, refreshments, entertainment, guest lists, number of guests, etc., vary depending on the size and purpose of the event. The objective here is to outline some background information on two offices which play an integral role in coordinating special events: the Social Office, ext. 7064, and the Residence Usher's Office, ext. 2650.

The Social Office is the control center for all events in the Residence. It is through this office that all events get approved, scheduled, planned and coordinated. It is also the responsibility of this office, particularly that of the First Family's Social Secretary, Gretchen Poston, to ensure that a consistent and acceptable style and tone are maintained for all events.

You contact the Social Office when you need to know answers to questions like:

- When can a briefing be scheduled in the East Room?
- Who receives guest lists?
- Through which gates should guests be admitted?
- Who fulfills audio/visual requirements?
- Are on-site inspections prior to an event necessary?

The Usher's Office, on the other hand, provides technical support to the Social Office. It is this office that has the operational and management control over the Residence staff, including the chefs, butlers, stewards, maintenancemen; floral designers, etc. And it is Rex Scouten, the Chief Usher, who orchestrates most of the technical moves which lead up to and occur during most special events. When it comes to planning special events, White House Staff contacts have little or no contact with the Usher's Office.

With few exceptions, event information travels directly from the White House Staff contact to the Social Office, where the information is placed on a checklist. A sample of this checklist is attached so that WHS contacts can see the categories of information which must be questioned before events. Contacts are urged to review this checklist before they phone the Social Office to plan an event.

When most of the checklist is completed by the Social Office staff, it is forwarded to the ushers so that they can schedule the technical work. Social Office personnel continually advise the ushers of any additional incoming information or of any changes. At times, the ushers also gather critical, last-minute information. But unless WHS contacts are called by the Usher's Office, they should deal directly with the Social Office.

Many White House staffers just might find themselves being asked to preplan and coordinate a briefing or reception in the Residence for their office. So this memorandum should be saved for future reference.

Attachment: Residence Event-Planning Checklist

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
310	RESIDENCE EVENT-PLANNING CHECKLIST		1 of 1

Purpose

- ° To establish forms listing the types of information needed for event planning.
- ° To standardize the information gathering process.
- ° To supply the Social Office and the Usher's Office with up-to-date event data.

Procedures

- ° The Social Office will complete most of the checklist (Exhibit 310-1) with information supplied by White House staff contacts and outside sources.
- ° A copy of the partially completed checklist will be forwarded to the Usher's Office so personnel there can initiate the technical planning.
- ° The Social Office will continue to advise the Usher's Office of any informational changes or updates.
- ° The checklist will be filed in the Social Office for future reference.

TODAY'S DATE: _____

RESIDENCE EVENT-PLANNING CHECKLIST

FOR BREAKFASTS/LUNCHEONS/DINNERS/RECEPTIONS/BRIEFINGS

GENERAL INFORMATION

EVENT NAME: _____ DATE OF EVENT: _____

GROUP: _____

OF GUESTS: _____ DRESS: _____ TIME: _____ TILL: _____

SITE: _____ RAIN SITE: _____

WHS CONTACT: G. Poston/ TEL. NO. 7064/

OUTSIDE CONTACT(S): _____ TEL. NO. _____

_____ TEL. NO. _____

REIMBURSABLE: NO _____ YES _____ BILL: _____

FIRST FAMILY PARTICIPATION

PRINCIPALS: _____

FROM: _____ TILL: _____ SITE: _____

REMARKS: _____ TIME: _____ RECEIVING LINE: NO _____ YES _____ TIME: _____

SITE: _____ OTHER NOTES: _____

GUESTS

ENTRY GATE: _____ EXIT GATE: _____

PARKING: _____ PROTOCOL ALERTS: _____

PLATFORM PARTICIPANTS: _____

TECHNICAL INFORMATION
(PRIMARYLY FOR USHER'S OFFICE USE)

EVENT DATE: _____
TIME: _____
EVENT: _____

CHAIRS: # _____ TYPE: _____ TABLE(S): # _____ SIZE: _____

PLATFORM(S): # _____ SIZE: _____ RISER(S): # _____ SIZE: _____

ROOM ARRANGEMENT: _____

OTHER EQUIPMENT/PROPS: _____

BOOKLETS/HANDOUTS: NO _____ YES _____ LOCATION: _____

NAME TAGS: NO _____ YES _____ TABLE CARDS: NO _____ YES _____

COAT CHECK: NO _____ YES _____ TIME: _____ SITE: _____

COAT RACKS: NO _____ YES _____ # _____ SITE: _____

TOUR FOR GROUP: NO _____ YES _____ TIME: _____ SITE: _____

FOOD/BEVERAGES: ATTACH MENU _____ SERVING TIME: _____

WH PHOTOGRAPHER: NO _____ YES _____ TIME: _____

NOTE: FOR MEDIA COVERAGE INFORMATION, ATTACH MEDIA COVERAGE FORM.

W.H.C.A.

PODIUM(S): NO _____ YES _____ TYPE: _____ SITE: _____

MIKE(S): _____ ANNOUNCER MIKE: NO _____ YES _____ LOCATION: _____

P.A. OTHER ROOMS: NO _____ YES _____ RECORDING: NO _____ YES _____

VISUAL AID(S): NO _____ YES _____ TYPE(S) _____

MILITARY

SOCIAL AIDES: NO _____ YES _____ # _____ CARRIAGE CALL: NO _____ YES _____

DOOR OPENERS: NO _____ YES _____ # _____ HONORS: NO _____ YES _____

MUSIC: _____ TIME: _____ LOCATION: _____

TECHNICAL REQUIREMENTS: _____

NOTE: FOR OTHER THAN MILITARY MUSIC OR ENTERTAINMENT, ATTACH SPECIAL ENTERTAINMENT FORM.

SPECIAL ENTERTAINMENT

EVENT DATE: _____

TIME: _____

EVENT: _____

NAME OF GROUP/ENTERTAINER: _____

ARRIVAL TIME: _____ ENTRANCE: _____

PERFORMANCE TIME: _____ TILL: _____

DEPARTURE TIME: _____ EXIT: _____

PERFORMANCE LOCATION: _____

CHAIRS: # _____ TYPES: _____

MUSIC STANDS: NO _____ YES _____ # _____ PIANO: NO _____ YES _____

STAGE: NO _____ YES _____ LOCATION: _____

SPECIAL LIGHTING: _____

OTHER EQUIPMENT/PROPS: _____

REHEARSAL ARRANGEMENTS (TIMES & LOCATIONS): _____

DRESSING ROOMS: _____

REFRESHMENTS FOR ENTERTAINERS: _____

TIME: _____ LOCATION: _____ # _____

HOTEL ARRANGEMENTS: _____

TRANSPORTATION: _____

AGENT: _____ TEL. NO. _____

OTHERS IN PARTY: _____

TOTAL # IN PARTY: ENTERTAINERS: _____

SUPPORT: _____

OTHERS: _____

EVENT DATE:	_____
TIME:	_____
EVENT:	_____
CONTROL #:	_____

MEDIA COVERAGE

COVERAGE TIME: _____ TILL: _____

POOL: NO _____ YES _____ EST. # _____

MEDIA LOCATION: _____

ARRIVAL TIME: _____ ENTRANCE: _____

DEPARTURE TIME: _____ ENTRANCE: _____

PLATFORMS/RISERS: _____

SPECIAL LIGHTING: _____

SET-UP TIME: _____

OTHER EQUIPMENT/ARRANGEMENTS: _____

WH MEDIA CONTACT: _____

TEL. NO. _____

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
405	INVENTORY CONTROL		1 of 2

Purpose

- ° To ensure adequate control of Residence equipment, furnishings and tools.

Procedures

- | | |
|----------------------------------|---|
| Cost Center Supervisors | <ol style="list-style-type: none"> 1. Assume responsibility to act as the accountable official in charge of individual shop property and equipment items associated with official events and White House tours. 2. Complete Exhibit 405-1, Inventory Control, for all equipment and tools assigned to the shop. 3. Conduct physical inventories in conjunction with the National Park Service's annual inventory of Residence property. 4. Notify the Assistant Usher assigned to oversee maintenance and operations with regard to any inconsistencies or problems discovered during the inventory of equipment. 5. Make recommendations concerning any improvements or changes to the inventory and related control procedures to the Assistant Usher. |
| Assistant Usher -
Maintenance | <ol style="list-style-type: none"> 1. Coordinates inventory with National Park Service staff to ensure that the procedures are efficient; communicates any procedural changes to the Cost Center Supervisors. 2. Reviews all inventories of property for accuracy and compliance with applicable Federal regulations and procedures. 3. Conducts periodic inventory checks and notes condition of property. |

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
405	INVENTORY CONTROL		2 of 2

Assistant Usher -
Maintenance (con't)

4. Develop, with maintenance foremen, plans for repairing, replacing and adding equipment.
5. Provides the Chief Usher with information and guidance relative to the proper conduct and status of Residence inventories.

TEM

INVENTORY CONTROL

LOCATION _____

[illegible]

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
410	MAINTENANCE PROJECT PLANNING		1 of 2

Purpose

- ° To obtain management direction for maintenance activities and priorities.
- ° To coordinate the efforts of all shops participating in major projects.

Procedures

- Cost Center Supervisors
1. Assume initial responsibility to plan, program and execute maintenance and other work projects.
 2. Confirm scheduling dates with the Chief Usher and each other at weekly staff meetings and at other times as needed.
 3. Maintain a calendar for scheduling and pertinent preplanning information such as:
 - a. Event dates/times/locations
 - b. Staffing requirements
 - c. Access to First Family's quarters
 - d. Major maintenance projects
 - e. Delivery dates for parts, supplies
 - f. Staff vacations
 4. Make required adjustments to the planning schedule in accordance with guidance and coordination from the Usher's Office.
 5. Complete the Maintenance Project Summary (see MANAGEMENT REPORTS, Section 200-6) at month end listing completed, uncomplete and upcoming major projects, along with statements explaining why some tasks were uncompleted.
 6. Send Maintenance Project Summary sheets for each shop to the Assistant Usher assigned to oversee Maintenance Activities.

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
410	MAINTENANCE PROJECT PLANNING		2 of 2

Assistant Usher -
Maintenance

1. Reviews the sheets with the Cost Center Supervisors and selects major projects to be included on a Maintenance Project Summary sheet which will be incorporated in the report package submitted to the First Lady.
2. Provides the Chief Usher with a continuing analysis of maintenance projects and assignments; recommends revisions to policies and procedures.
3. Follows up on maintenance action items as designated by the Chief Usher.
4. Notifies the shops of any event information changes and also advises them on when they may have access to the First Family's quarters in order to complete maintenance projects.

Chief Usher

1. Signs off on monthly Maintenance Project Summary.
2. Obtains First Lady's approval on projects of special interest to the President and First Lady.
3. Sets priorities for the accomplishment of tasks for which special emphasis is required.

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
415	PREVENTIVE MAINTENANCE PROGRAMS		1 of 2

Purpose

- ° To reduce or eliminate the deterioration and breakdown of mechanical and operational systems, facilities, machines and components.
- ° To accumulate significant historical and technical data on equipment maintenance and repairs.
- ° To ensure that routine daily and weekly tasks are completed.

Procedures

- Cost Center Supervisors
1. Review and itemize all residence equipment and physical components.
 2. Designate which equipment is to receive preventive maintenance and with what frequency.
 3. Prepare and maintain Routine Preventive Maintenance List (Exhibit 415-1), which lists specific tasks to be completed either on a weekly or daily basis (for convenience, these checklists are laminated in plastic and wiped clean at the beginning of each day and week.)
 4. Note and follow-up on tasks which were not checked off/completed the prior day or week.
 5. Maintain Equipment Scheduling and History Card (Exhibit 415-2) on each major piece of equipment. The cards contain the following data:
 - ° object location
 - ° year acquired
 - ° property number
 - ° appropriate time interval requirements for maintenance activities (e.g. monthly, quarterly, annually)
 - ° maintenance dates and action taken

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
415	PREVENTIVE MAINTENANCE PROGRAMS		2 of 2

Cost Center Supervisors 6. Prepare Preventive Maintenance Guide
(Con't) (Exhibit 415-3) for all major pieces
of equipment. The guides will contain
the following categories of
information:

- Safety procedures
- Inspection frequency
- Maintenance check points
- Tool and past needs
- Other pertinent technical data

Assistant Usher -
Maintenance

1. Conducts scheduled preventive mainten-
ance inspection tours with each cost
center supervisor.
2. Reviews all Residence preventive
maintenance requirements.
3. Provides the Chief Usher with status
reports concerning the appropriate
level of preventive maintenance and
recommends corrective actions or
changes to existing schedules and
procedures.

ROUTINE PREVENTIVE MAINTENANCE LIST

Shop _____

Shift _____

<u>Activities to be Performed</u>	<u>Daily Weekly</u>	<u>Estimated Work Hours</u>	<u>Completed</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			

MAINTENANCE EQUIPMENT SCHEDULING AND HISTORY CARD

Category of Equipment/Specific Item

Description -

Location -

Preventive Maintenance Requirements

Daily:

Weekly:

Longer Term Check:

<u>Maintenance Activity</u>	<u>Frequency</u>
1. Inspect and adjust valves	Monthly
2. Check and replace oil	Quarterly
3. Clean and lubricate chains	Monthly
4. Inspect and replace belts	Annually
5. Check and adjust tension	Monthly
6. Inspect and replace filters	Quarterly
7. Clean and lubricate bearings	Monthly
8. Check and replace spark plugs	Annually
9. Inspect and replace air filters	Quarterly
10. Check and adjust timing	Monthly
11. Inspect and replace belts	Annually
12. Clean and lubricate chains	Monthly
13. Check and replace oil	Quarterly
14. Inspect and adjust valves	Monthly
15. Check and replace spark plugs	Annually
16. Inspect and replace air filters	Quarterly
17. Clean and lubricate bearings	Monthly
18. Check and adjust tension	Monthly
19. Inspect and replace belts	Annually
20. Check and replace oil	Quarterly
21. Inspect and adjust valves	Monthly
22. Check and replace spark plugs	Annually
23. Inspect and replace air filters	Quarterly
24. Clean and lubricate bearings	Monthly
25. Check and adjust tension	Monthly
26. Inspect and replace belts	Annually
27. Check and replace oil	Quarterly
28. Inspect and adjust valves	Monthly
29. Check and replace spark plugs	Annually
30. Inspect and replace air filters	Quarterly
31. Clean and lubricate bearings	Monthly
32. Check and adjust tension	Monthly
33. Inspect and replace belts	Annually
34. Check and replace oil	Quarterly
35. Inspect and adjust valves	Monthly
36. Check and replace spark plugs	Annually
37. Inspect and replace air filters	Quarterly
38. Clean and lubricate bearings	Monthly
39. Check and adjust tension	Monthly
40. Inspect and replace belts	Annually
41. Check and replace oil	Quarterly
42. Inspect and adjust valves	Monthly
43. Check and replace spark plugs	Annually
44. Inspect and replace air filters	Quarterly
45. Clean and lubricate bearings	Monthly
46. Check and adjust tension	Monthly
47. Inspect and replace belts	Annually
48. Check and replace oil	Quarterly
49. Inspect and adjust valves	Monthly
50. Check and replace spark plugs	Annually
51. Inspect and replace air filters	Quarterly
52. Clean and lubricate bearings	Monthly
53. Check and adjust tension	Monthly
54. Inspect and replace belts	Annually
55. Check and replace oil	Quarterly
56. Inspect and adjust valves	Monthly
57. Check and replace spark plugs	Annually
58. Inspect and replace air filters	Quarterly
59. Clean and lubricate bearings	Monthly
60. Check and adjust tension	Monthly
61. Inspect and replace belts	Annually
62. Check and replace oil	Quarterly
63. Inspect and adjust valves	Monthly
64. Check and replace spark plugs	Annually
65. Inspect and replace air filters	Quarterly
66. Clean and lubricate bearings	Monthly
67. Check and adjust tension	Monthly
68. Inspect and replace belts	Annually
69. Check and replace oil	Quarterly
70. Inspect and adjust valves	Monthly
71. Check and replace spark plugs	Annually
72. Inspect and replace air filters	Quarterly
73. Clean and lubricate bearings	Monthly
74. Check and adjust tension	Monthly
75. Inspect and replace belts	Annually
76. Check and replace oil	Quarterly
77. Inspect and adjust valves	Monthly
78. Check and replace spark plugs	Annually
79. Inspect and replace air filters	Quarterly
80. Clean and lubricate bearings	Monthly
81. Check and adjust tension	Monthly
82. Inspect and replace belts	Annually
83. Check and replace oil	Quarterly
84. Inspect and adjust valves	Monthly
85. Check and replace spark plugs	Annually
86. Inspect and replace air filters	Quarterly
87. Clean and lubricate bearings	Monthly
88. Check and adjust tension	Monthly
89. Inspect and replace belts	Annually
90. Check and replace oil	Quarterly
91. Inspect and adjust valves	Monthly
92. Check and replace spark plugs	Annually
93. Inspect and replace air filters	Quarterly
94. Clean and lubricate bearings	Monthly
95. Check and adjust tension	Monthly
96. Inspect and replace belts	Annually
97. Check and replace oil	Quarterly
98. Inspect and adjust valves	Monthly
99. Check and replace spark plugs	Annually
100. Inspect and replace air filters	Quarterly

[illegible]

MAINTENANCE EQUIPMENT SCHEDULING AND HISTORY CARD

Equipment Title _____
Location _____
Year Acquired _____
Manufactured _____
Property Number _____

Date	Major Action Taken

PREVENTIVE MAINTENANCE GUIDE

E-3, Filter, Electrostatic

Safety:

Turn off supply to power unit.
Turn off power unit safety
switch
Ground bus strips, top to
bottom
Review manufacturer's
instructions.

Frequency: Quarterly

Average time per unit:

0-5000 c.f.m.; 1.33 hours or
1 hour 20 minutes
5000-20,000 c.f.m.; 1.67 hours
or 1 hour 40 minutes
Over 20,000 c.f.m.; 2.0 hours

Tools:

Spare parts.
Water hose and spray nozzle.
(For units without a water wash spray.)

Checkpoints

1. Before securing unit, check indicators for defective tubes or broken ionizing wires.
2. Secure filter unit and fan.
3. Wash down each manifold until clean. Units with water wash spray require approximately 4 minutes with warm water or 7 minutes with cold water.
4. If dry filters are dirty, remove dirt or replace filter.
5. While cells are drying, look for defects, particularly broken wires or hum suppressors.
6. If unit requires disassembly, check it thoroughly, clean, and adjust as required.
7. Restore to service.
8. Report need for further work.

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
420	SAFETY MANAGEMENT		1 of 1

Purpose

- ° To provide the First Family, visitors, and Residence employees with safe and healthful living and working conditions.

Procedures

Assistant Usher - Safety

1. Organizes a Residence Safety Committee consistent with OSHA guidelines and serves as its Chairman (Refer to OSHA Pamphlet 2231).
2. Schedules annual OSHA inspections and ensures prompt follow-up to recommendations and suggestions.
3. Assists in the coordination of quarterly fire and safety inspections conducted by the District of Columbia Fire Marshal, by maintaining liaison with the Technical Security Division of the Secret Service, which has primary responsibility for the arrangement of such inspections.
4. Conducts periodic informal inspections of the Residence.
5. Ensures that all Residence employees are adequately trained in job safety.
6. Provides the Chief Usher with an analysis and update of Residence safety concerns and also provides appropriate recommendations to eliminate current and potential safety and health hazards.

Chief Usher

1. Provides for the overall safe and healthful operation of the Residence.
2. Delegates to an Assistant Usher the authority to ensure that day-to-day operations are in compliance with applicable safety regulations and procedures.

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
505	MENU PLANNING FOR THE FIRST FAMILY		1 of 1

Purpose

- ° To ensure that the First Family menus are prepared to the highest standards and in accordance with the Family's tastes and preferences.

Procedures

Executive Chef

1. Draft menu for the First Family taking into account the Family's preferences and the seasonal availability of particular foods.
2. Review menu with the Personal Assistant to the First Lady and obtain First Family approval.
3. Send complete menu listing to the Ushers Office for typing and distribution.
4. Coordinate menu requirements with the White House Mess stores as much as possible to achieve cost effective purchasing of food staples and other items.

Usher's Administrative Assistant

1. Type weekly menu summary for the First Family and distribute according to the Food and Beverage Management-Distribution Matrix (Exhibit 590-1).

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
510	MENU PLANNING FOR SPECIAL EVENTS		1 of 1

Purpose

- ° To ensure that Official Event menus are prepared in accordance with the highest standards and are consistent with the theme and objectives of the Event.
- ° To ensure that Official Event menus are prepared in time to allow for efficient menu item purchasing, storing and preparation.

Procedures

Social Secretary

1. Draft Official Event Menu based upon the function's theme and objectives.
2. Review and finalize menu requirements with the Executive Chef to check on the availability of particular foods and to develop alternative menu items as necessary.

Executive Chef

1. Send complete menu listing to the Usher's Office Secretary for typing and distribution.
2. Coordinate food purchasing and preparation for Official Events to ensure cost effective purchasing, adequate storage and the highest standards of preparation.

Usher's Administrative Assistant

1. Type and distribute Official Event Menu according to the Food and Beverage Management-Distribution Matrix (Exhibit 590-1).

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
515	MENU PLANNING FOR STAFF MEALS		1 of 1

Purpose

- ° To provide nutritious meals at a reasonable cost to the Residence staff.
- ° To ensure that staff meals are planned early enough to achieve economic efficiencies through bulk purchases, purchase of specially priced items, purchases from the White House Mess and other similar buying practices.

Procedures

Executive Chef

1. Draft menu for the Residence staff taking into account nutritional value, seasonal availability of foods, and availability of menu items at the White House Mess.
2. Coordinate menu with the White House Mess six-week menu cycle to achieve cost effective purchasing.
3. Send complete menu listing for one week to the Usher's Office for approval, typing and distribution.

Usher's Administrative Assistant

1. Type weekly menu summary for the Residence staff and distribute according to Food and Beverage Management-Distribution Matrix (Exhibit 590-1).

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
520	PURCHASING		1 of 5

Purpose

- ° To define purchasing policies and procedures for food and beverage items.
- ° To define accounting procedures for control of Storeroom Purchase Orders and vendor invoices.
- ° To define the vendor selection and approval process.

Procedures

Vendor Selection and Approval

- | | |
|----------------|--|
| Executive Chef | 1. Select a vendor and request Secret Service to clear. |
| Secret Service | 2. Perform security clearance procedures and notify Residence of approval. |
| Storekeeper | 3. Maintain list of approved vendors. |

Requisition and Ordering

- | | |
|-------------------|---|
| Executive Chef | 1. Weekly, review menu for First Family and official events menus for the week; and, for large events, determine the Dry Goods and Stock Items required for the upcoming weeks.

2. Daily, review First Family and Official Events menus for that day; and, for large events, determine the dairy, vegetable, fruit, bakery goods, meats and fish required for next several days. |
| Second Floor Chef | 1. Determine menu requirements for First Family breakfasts and lunches on a weekly and daily basis. |

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
520	PURCHASING		2 of 5

Executive Chef and
Second Floor Chef

1. Fill out an Executive Residence Food, Beverages and Supplies Requisition as follows: (Exhibit 520-1)
 - a. Date—
 - b. Signature
 - c. Item description
 - d. Size
 - e. Quantity ordered
2. Deliver the original of the Requisition to the Storekeeper.
3. Maintain the second copy of the two-part form on a clipboard in their respective kitchens.

Storekeeper

1. Review the Staff Kitchen menu and determine the food and beverage requirements.
2. Check Storeroom Requisitions and Staff Kitchen requirements against the inventory stock and outstanding orders from the White House Mess.
3. Check the cleaning supply stock for low inventory items.
4. Review the purchasing requirements and decide upon the vendor to supply.
5. Complete a Storeroom Purchase Order (Exhibit 520-2) for items to be purchased from the White House Mess as follows:
 - a. Date required
 - b. Item description
 - c. Size
 - d. Quantity ordered
 - e. Signature
 - f. Storeroom Purchase Order number

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
520	PURCHASING		3 of 5
Storekeeper (con't)	6. File the gold copy in an Outstanding Storeroom Purchase Order file.		
	7. Deliver the remaining copies of the Storeroom Purchase Order to the White House Mess Ordering Unit.		
	8. Telephone orders into special vendors and other regular vendors as required.		
White House Mess Ordering Unit	1. Telephone Storekeeper that ordered goods are in stock.		
Storekeeper	1. Go to the White House Mess Storeroom and obtain the ordered items, along with Storeroom Purchase Order yellow and pink copies which should be priced by the Mess.		
	2. Leave white copy of the Storeroom Purchase Order with the White House Mess Ordering Unit for their invoicing and filing purposes.		
	3. Price the items and mark each item with the appropriate price.		
	4. Place food and beverages and supplies in appropriate areas in the Storeroom.		
	5. Match pink and gold copies of Purchase Order and place in a Storeroom permanent file.		
	6. Send yellow copy to Chief Accountant for Accounts Payable processing.		
Driver (Secret Service)	1. Pick up food and beverages, etc., ordered from regular vendors, special vendors and air freight terminals.		
	2. Obtain vendor invoices showing items, quantities and prices.		
	3. Bring food, beverages, supplies to the Storeroom.		

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
520	PURCHASING		4 of 5

Storekeeper

1. Price the items based on the invoices received.
2. Place food, beverages and supplies in appropriate areas in the Storeroom.
3. Forward invoices received from vendors to Chief Accountant for Accounts Payable processing.
4. Follow PROCEDURES FOR INVENTORY CONTROL (Section 525).

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
520	PURCHASING		5 of 5

STOREROOM PURCHASE ORDER FLOW

STEP I. ORDERING GOODS

- Storekeeper
- A. Fill out all copies of Storeroom Purchase Order with:
 1. Item description
 2. Size
 3. Quantity ordered
 4. Date
 5. Requisition number
 6. Signature
 - B. File gold copy in Outstanding Storeroom Purchase Order file.
 - C. Deliver white, yellow, pink copies to the White House Mess Ordering Unit.

STEP II. PICKING UP GOODS

- White House Mess
- A. Fills out the quantities issued on the Storeroom Purchase Order previously hand-carried to White House Mess Ordering Unit.
- Storekeeper
- B. Leave white copy at the White House Mess for their invoicing purposes.
 - C. Place initials on Purchase Order for goods received, handcarry yellow and pink completed copies with goods to the White House Residence Storeroom.

STEP III. PRICING GOODS

- White House Mess
- A. Fill in extended prices on the Storeroom Purchase Order.
 - B. White copy is maintained by the White House Mess for their permanent records and invoicing.
 - C. White House Mess uses the following Log to process month-end Statements for the White House Residence:

<u>Requisition No.</u>	<u>Date</u>	<u>Amount</u>
------------------------	-------------	---------------

- D. Yellow copy of Storeroom Purchase Order is sent to Chief Accountant for Accounts Payable processing. Pink copy is maintained as a permanent record in the White House Storeroom along with the gold copy initially held in an open order file.

Executive Residence
Food, Beverage, and Supplies Requisition

DATE: _____

SIGNATURE: _____

ITEM DESCRIPTION	QUANTITY	PURPOSE	SPECIAL INSTRUCTIONS	DATE NEEDED BY

FORM ER 500-1

*Executive Residence
Storeroom Purchase Order*

DATE: _____

NO. _____

SIGNATURE: _____

ITEM DESCRIPTION	SIZE	QUANTITY ORDERED	QUANTITY RECEIVED	UNIT PRICE	EXTENDED PRICE

FORM ER 500-2

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
525	INVENTORY CONTROL - FOOD, BEVERAGES, HOUSEKEEPING SUPPLIES		1 of 8

Purpose

- ° To provide control over food, beverages and supplies.
- ° To provide a basis for costing inventory issues for First Family, Official Event, Staff Kitchen and other purposes.
- ° To provide an audit trail for inventory balances, issues, returns, and shrinkage.

Procedures

Inventory procedures are described for the following categories:

Inventory Control

- Control over items purchased for immediate issuance
- Control over items purchased for inventory stock
- Control over items issued from inventory stock
- Control over items returned to inventory stock

Physical Inventory and Summation Procedures

Storeroom Schedule and Access

These procedures for inventory control complement Section 520 - Purchasing.

CONTROL OVER ITEMS PURCHASED FOR IMMEDIATE ISSUANCE

Storekeeper

1. List items purchased for immediate usage on the appropriate food, beverage and supply issue Forms:
 - a. First Family-Food, Beverage and Supplies Issues (Exhibit 525-1)
 - b. Official Events-Food Issues (Exhibit 525-2)
 - c. Official Events-Beverage Issues (Exhibit 525-3)
 - d. Staff Kitchen-Food, Beverage and Supplies Issues (Exhibit 525-4)
 - e. Housekeeping-Inventory Issues (Exhibit 525-5)

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
525	INVENTORY CONTROL - FOOD, BEVERAGES, HOUSEKEEPING SUPPLIES		2 of 8

Storekeeper (con't)

2. Enter the following information on the appropriate Food, Beverage and Supplies Issues using a vendor invoice or the yellow and pink copies of the Storeroom Purchase Order:
 - a. Date purchased and issued
 - b. Item description
 - c. Unit size
 - d. Units issued
 - e. Unit cost
 - (1) If available...enter unit cost immediately from the vendor's invoice;
 - (2) If not available...for example the Storeroom Purchase Order, use the yellow copy to post all of the above information except the price and a few days later use the pink copy of the Purchase Order to post the price only.
3. Date and initial priced invoice after posting all required information to the food, beverage and supplies issues forms.
4. Maintain a monthly file of all recorded and priced invoices:
 - a. If regular vendor...one copy of invoice;
 - b. If White House Mess, maintain the yellow and pink copies of the requisition.
5. Issue food, beverage, and supplies to persons initiating request or hold in assigned storage areas, as appropriate.

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
525	INVENTORY CONTROL - FOOD, BEVERAGES, HOUSEKEEPING SUPPLIES		3 of 8

CONTROL OVER ITEMS PURCHASED FOR INVENTORY STOCK

Storekeeper

1. Label unit price of items based upon the vendor invoice or the pink copy of the Storeroom Purchase Order.
2. Maintain Inventory Control Sheets for all beverages and premium priced items as follows: (Exhibit 525-6)
 - a. Month and day purchased
 - b. Quantity received
 - c. Unit price
 - (1) If available...enter unit price immediately from the vendor's invoice;
 - (2) If not available...for example the Storeroom Purchase Order, use the yellow copy to post all of the above information except the price and a few days later use the pink copy to post the price only
 - d. On-hand quantity
3. Place inventory on shelves in storeroom.
4. Date and initial priced invoice after posting all required information to the Inventory Control Sheets.
5. Maintain a monthly file of all recorded priced invoices:
 - a. If regular vendor...one copy of invoice;
 - b. If White House Mess...yellow and pink order.

CONTROL OVER ITEMS ISSUED FROM INVENTORY STOCK

Storekeeper

1. Receive request from Residence personnel for Food, Beverage and Supplies.

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
525	INVENTORY CONTROL - FOOD, BEVERAGES, HOUSEKEEPING SUPPLIES		4 of 8

Storekeeper (con't)

2. Enter requests on appropriate Food, Beverage, and Supplies Issues Forms (Exhibit 525-1 through 525-5).
 - a. Date issued
 - b. Item description
 - c. Unit size
 - d. Units issued
 - e. Unit price as stamped on item or on tag
3. Pull items from inventory stock on shelves in storerooms.
4. Give items requested to appropriate White House Residence personnel.
5. Obtain initials of the person to whom the goods are issued.
6. Post all beverages and premium priced items maintained on Inventory Control Sheets with the following information: (Exhibit 525-6)
 - a. Quantity issued
 - b. Unit price
 - c. Department
 - d. On-hand quantity

CONTROL OVER ITEMS RETURNED TO INVENTORY STOCK

Executive Chef
Second Floor Chef
Staff Kitchen Chef
Maitre d' or their
Appointees

1. Bring unused items back to Storekeeper for appropriate credit.

Storekeeper

1. Receive unused items back into inventory stock:
 - a. Label unit price using price as recorded on the issues sheet used to issue the goods
 - b. Place on shelf

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
525	INVENTORY CONTROL - FOOD, BEVERAGES, HOUSEKEEPING SUPPLIES		5 of 8

Storekeeper (con't)

- c. Enter on Inventory Control sheet if beverage or premium priced item with:
 - (1) Date received
 - (2) Quantity returned
 - (3) Unit price
 - (4) New on-hand quantity
2. Enter the following information on the food, beverage or supplies Issues Sheet used to issue the goods if available. If not available, use a new Issues Form:
 - a. Date
 - b. Description
 - c. Unit size
 - d. Units returned
 - e. Unit cost
 - f. Total cost
3. If the original issue form has already been sent to the Chief Accountant, immediately deliver the revised issues form to the Chief Accountant for timely billing adjustment purposes.

SUMMATION PROCEDURE AND PHYSICAL INVENTORY

Storekeeper

1. Maintain all issues and returns records for the following:
 - a. First Family
 - b. Official Events
 - c. Staff Kitchen
 - d. Housekeeping
2. Maintain perpetual inventories on beverages and premium priced items.
3. Extend prices for all items issued and returned as listed on the various food, beverage, and supplies issue forms.

SECTION NUMBER	SECTION NAME INVENTORY CONTROL - FOOD, BEVERAGES, HOUSEKEEPING SUPPLIES	REVISION NUMBER	PAGE 6 of 8
Storekeeper (con't)	<ol style="list-style-type: none"> 4. Send Official Events Issue Forms to the Chief Accountant after all charges are posted for the event. 5. Send remaining Food, Beverage and Supplies Issues to the Chief Accountant at the end of each month. 6. Send priced invoices to Chief Accountant at the end of the month. 		
Chief Accountant	<ol style="list-style-type: none"> 1. Total Food, Beverage, and Supplies Issues for each area as follows: <ol style="list-style-type: none"> a. First Family - Total monthly charges b. Staff Kitchen - Total monthly charges c. Housekeeping - Total monthly charges d. Official Events - Total charges for each event. 2. File these issue sheets in labelled folders. 		
Storekeepers and Butlers	<ol style="list-style-type: none"> 1. Record the Physical Inventory by entering the following information on a Master Inventory Form: (Exhibit 525-7) <ol style="list-style-type: none"> a. Item description (pre-printed) b. Quantity c. Unit Price 2. Beverage inventory will be taken with assistance from butlers. 3. Food inventory will be taken with assistance from the Chief Accountant. 4. Enter the actual physical inventory count for all beverages and premium priced items on the Inventory Control Sheets (Exhibit 525-6) in "red". 		

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
525	INVENTORY CONTROL - FOOD, BEVERAGES, HOUSEKEEPING SUPPLIES		7 of 8

Storekeepers and
Butlers (con't)

5. Extend prices by multiplying the quantity by the Unit Price as shown on the Master Inventory Form (Exhibit 525-7).
6. Total entire physical inventory of Food, Beverage and Supplies maintained in the storeroom.

Chief Accountant

1. Fill out the Storeroom Inventory Analysis Form as follows:
(Exhibit 525-8)
 - a. Beginning Balance (ending balance from previous month)
 - b. Adjustments
 - (1) Purchases
 - (2) Issues - First Family
 - Issues - Official Events
 - Issues - Staff Kitchen
 - Issues - Housekeeping
 - c. Total adjustments
 - d. Computed ending balance (subtraction of adjustments from Beginning Balance)
 - e. Balance per Physical Inventory (using total figure on the Master Inventory Form (Exhibit 525-7))
 - f. Shrinkage (difference between computed dollars and physical inventory dollars)
 - g. Shrinkage %.
2. Maintain physical inventory details in a monthly folder for use by the Assistant to the Chief Usher and others in doing Month-end Reports and clearing entries.

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
525	INVENTORY CONTROL - FOOD, BEVERAGES, HOUSEKEEPING SUPPLIES		8 of 8

STOREROOM SCHEDULE AND ACCESS

The Storeroom will be manned from 7:00 A.M. until 6:00 P.M., Monday through Saturday. In the event of an evening Official Event one storekeeper will arrange to arrive later and so remain later.

When the storekeepers are not present the Storeroom will be locked and access to the Storeroom will be through the Usher on duty or the Butler. The Usher or Butler on duty will accompany the individual requiring items from the Storeroom; or in the case of a First Family's request late in the evening the Usher or Butler on duty will obtain required items; and in both instances he will report information appropriately for the storekeepers to record the following day.

EXECUTIVE RESIDENCE
FIRST FAMILY
FOOD, BEVERAGE & SUPPLIES ISSUES
PERIOD: _____

DATE	ITEM DESCRIPTION	UNIT SIZE	UNITS ISSUED	UNITS RETURNED	UNITS ACTUALLY USED	UNIT COST	TOTAL COST

SUB-TOTAL: _____

EXECUTIVE RESIDENCE
OFFICIAL EVENTS
FOOD ISSUES

DATE	ITEM DESCRIPTION	UNIT SIZE	UNITS ISSUED	UNITS RETURNED	UNITS ACTUALLY USED	UNIT COST	TOTAL COST

SUB-TOTAL: _____

**EXECUTIVE RESIDENCE
OFFICIAL EVENTS
BEVERAGE ISSUES**

[illegible]

SUB-TOTAL: _____

[illegible]

SUB-TOTAL: _____

WHITE HOUSE RESIDENCE
HOUSEKEEPING
INVENTORY ISSUES
PERIOD: _____

[illegible]

SUB-TOTAL: _____

U/M

4 _____

5 _____

6 _____

[illegible]

[illegible]

STOREROOM INVENTORY ANALYSIS

PERIOD: _____

DESCRIPTION	FOOD	BEVERAGE	OTHER	TOTAL
BEGINNING BALANCE				
ADJUSTMENTS:				
ADD:				
PURCHASES				
DEDUCT:				
ISSUES—FIRST FAMILY	()	()	()	()
ISSUES—EVENTS	()	()	()	()
ISSUES—STAFF KITCHEN	()	()	()	()
ISSUES—HOUSEKEEPING	()	()	()	()
TOTAL ADJUSTMENTS	()	()	()	()
COMPUTED ENDING BALANCE				
BALANCE PER INVENTORY CARDS				
BALANCE PER PHYSICAL INVENTORY				
SHRINKAGE: \$ (PER PHYSICAL INVENTORY)				
SHRINKAGE %				

STOREROOM MANAGER

DATE

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
530	INVENTORY CONTROL - CHINA, CRYSTAL & SILVER		1 of 2

Purpose

- ° To provide for safeguarding and control over china, crystal and silver.
- ° To provide a record of additions and losses.
- ° To provide for an annual physical inventory.

These procedures are described in three areas:

- control over purchases
- control over usage
- annual inventory

Procedures

CONTROL OVER PURCHASES

Maitre D'

1. Identifies need for additional china, crystal, or silver.
2. Discusses purchase with Assistant to the Chief Usher.

Assistant to the
Chief Usher

1. Determines whether or not budget will allow purchase.
2. Coordinates with Maitre D' to determine supplier and follows purchasing procedures described in Section 1015.

Maitre D'

1. When items are received and accepted, updates the inventory sheets that are prepared annually by the National Park Service.

CONTROL OVER USAGE

Maitre D'

1. Determines china, crystal and silver to be used for each event.

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
530	INVENTORY CONTROL - CHINA, CRYSTAL & SILVER		2 of 2

2. Consults with the Chief Usher to satisfy any special requests of the Social Office.
3. Determines the number of pieces required.
4. Coordinates with operations the transfer of the pieces from storage to the pantry.

Butlers

1. Count the pieces prior to using for the event.
2. Counts the pieces after the event.

Maitre D'

1. Records losses on the inventory sheets that are prepared annually by the National Park Service.
2. Coordinates storage of the pieces with operations.

ANNUAL INVENTORY

Maitre D'

1. Supervises physical inventory in conjunction with the National Park Service's annual inventory of Residence property.
2. Notifies the Assistant to the Chief Usher of any inconsistencies or problems discovered during the inventory.

Assistant to the
Chief Usher

1. Recommends changes to the inventory and usage procedures.

Chief Usher

1. Approves changes to the procedures.

Maitre D'

1. Implements changes.

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
535	REIMBURSEMENTS FROM THE FIRST FAMILY		1 of 3

Purpose

- ° To specify procedures for billing the First Family.
- ° To define the monthly billing process.

Procedures

Chief Accountant

1. Fill out the First Family-Detailed Charges Report using the First Family Food and Beverage and Supplies Issues Sheets and other Billing Records as follows: (Exhibit 535-1)
 - a. Period
 - b. Date
 - c. Description/Quantities/Unit Cost
 - d. Food and beverages
 - e. Other supplies
 - f. Services and costs
 - g. Total costs
2. Obtain from the Second Floor Chef the First Family Meal Statistics for the month. (Exhibit 535-2)
3. Summarize Family Meal Statistics on the First Family - Residence Cost Summary. (Exhibit 535-3)
4. Review the First Family Meal Statistics and determine if there are any meals that should have been charged to an Official Event account.
5. Resolve any differences with the Assistant to the Chief Usher.
6. If appropriate fill out the First Family-Official Events Adjustment form as follows: (Exhibit 535-4)

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
535	REIMBURSEMENTS FROM THE FIRST FAMILY		2 of 3

Chief Accountant (con't)

- a. Period
 - b. Date
 - c. Description of the event
 - d. State whether Reimbursable or Non-reimbursable
 - e. Total costs for:
 - (1) Food
 - (2) Beverage
 - (3) Service
 - (4) Other
 - f. Total costs for all categories.
7. Summarize costs on the First Family-Residence Cost Summary. (Exhibit 535-3)
 8. Type an invoice to the First Family with the following categories itemized:
 - a. Period dates
 - b. Costs as follows:
 - (1) Food and beverages
 - (2) Service
 - (3) Other
 - (4) Grand total.
 9. Attach to the original invoice the following:
 - a. First Family-Residence Cost Summary
 - b. First Family-Official Events Adjustment Report
 - c. First Family-Detailed Charges Report.
 10. Xerox 2 copies of the First Family's invoice and supporting documentation.
 11. Send the original invoice and one copy to the Assistant to the Chief Usher.
 12. File remaining copy of the invoice with copies of the reports attached to the original invoice in the First Family File maintained monthly.

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
535	REIMBURSEMENTS FROM THE FIRST FAMILY		3 of 3

Assistant to the
Chief Usher

1. Receive the original and one copy of invoice with attached reports from the Chief Accountant.
2. Review and approve documents as to their correctness and completeness. Obtain approval of Chief Usher.
3. Keep one copy of invoice and supporting documents in an Awaiting Payment File.

Chief Usher

1. Review invoice and its attached reports before forwarding to the First Lady.
2. Initial and date the invoice copy being held by Assistant to the Chief Usher.
3. Send only an invoice copy to the National Park Service-National Capital Region for processing.

Assistant to the
Chief Usher

1. Receive payment from the First Lady through the Chief Usher.
2. Mark copy in the Awaiting Payment File as "Payments received," amount, date and initials.
3. Send this copy of the invoice with the check to the National Park Service-National Capital Region Accounting Office.
4. Ask the Chief Accountant to mark the file for that period as paid and record the date payment received.

FORM ER 200-10

FIRST FAMILY MEAL STATISTICS

Period: _____

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

BREAKFASTS:

The President
Mrs. Carter
Amy Carter
Chip Carter
Caron Carter
Jeff Carter
Annette Carter
Guests

TOTAL

LUNCHES:

The President
Mrs. Carter
Amy Carter
Chip Carter
Caron Carter
Jeff Carter
Annette Carter
Guests

TOTAL

DINNERS:

The President
Mrs. Carter
Amy Carter
Chip Carter
Caron Carter
Jeff Carter
Annette Carter
Guests

TOTAL

FIRST FAMILY MEAL STATISTICS(continued) Period: _____

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

OTHER

The President
 Mrs. Carter
 Amy Carter
 Chip Carter
 Caron Carter
 Jeff Carter
 Annette Carter
 Guests

TOTAL

GRAND TOTAL

FIRST FAMILY--RESIDENCE COST SUMMARY
PERIOD _____

Exhibit 535-3
Page 1 of 1

DESCRIPTION	AMOUNT
FOOD AND BEVERAGES	\$ _____
OTHER SUPPLIES	
SERVICES AND OTHER COSTS	_____
TOTAL COSTS	_____
LESS REIMBURSEMENTS FOR OFFICIAL FUNCTIONS COST (SEE PAGE 2)	() _____
NET FOOD, BEVERAGES, AND SERVICES COSTS (TO BE BILLED TO FIRST FAMILY)	\$ _____

FAMILY MEAL STATISTICS

	BREAKFAST	LUNCH	DINNER	OTHER	TOTAL MEALS
THE PRESIDENT					
MRS. CARTER					
AMY CARTER					
CHIP CARTER					
CARON CARTER					
JEFF CARTER					
ANNETTE CARTER					
GUESTS					
TOTAL					

[illegible]

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
540	STAFF FOOD SERVICES		1 of 1

Purpose

- ° To provide for: monitoring and reporting on operations; food service costing; and the development of standard costs to be used for invoicing and budgeting purposes...

Procedures

Chief Accountant

1. Fill out the Staff Services Costs and Analysis Report using the Staff Kitchen Food, Beverage and Supplies Issues for the month as follows:
(Exhibit 540-1)
 - a. Total Food, Beverages and Supplies charges
 - b. Total Other charges
 - c. Total Cost of Operations
 - d. Meal Allowance Charges
(Exhibit 545-1)
 - e. Net Staff Meal costs.
2. Obtain from the Staff Kitchen the daily record of meals served.
3. Summarize meals served data onto the Staff Services Costs and Analysis Report as follows:
 - a. Reimbursable and non-reimbursable covers served by the following categories:
 - (1) Breakfasts
 - (2) Lunches
 - (3) Dinners
4. Insert total cost of operation.
5. Compute current month average unit cost.
6. Insert Current Standard Charge and compute variance, number of covers served and reimbursement gain (loss).
7. Maintain Exhibit 540-1 with its detailed information in a Staff Services Costs File to be used by the Assistant to the Chief Usher for budgetary and financial purposes.

STAFF SERVICES COSTS AND ANALYSIS
PERIOD: _____

COSTS OF OPERATION	AMOUNT
FOOD AND BEVERAGES	
OTHER CHARGES	_____
TOTAL COST OF OPERATION	_____
REIMBURSEMENTS	
MEAL ALLOWANCE CHARGES	_____
NET STAFF MEAL COSTS	=====

STATISTICAL ANALYSIS

	MEALS SERVED	TOTAL COSTS	AVERAGE ACTUAL MEAL	STANDARD MEAL COST
BREAKFAST				
LUNCH				
DINNER				
TOTAL				

FINANCIAL ANALYSIS

	CURRENT MONTH		QUARTER-TO-DATE		YEAR-TO-DATE	
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
TOTAL NET STAFF MEAL COSTS						

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
545	OFFICIAL ENTERTAINMENT CHARGES		1 of 3

Purpose

- ° To specify accounting and reporting procedures for Official Events held at the White House, including appropriate documentation practices.

Procedures

Chief Accountant

1. Fill out the Official Events-Labor Charges Worksheet (Exhibit 545-1) using the xerox copies of the Time cards:
 - a. Event name
 - b. Date held
 - c. Personnel
 - d. Official Events hours (1106 or 1107)
 - e. Premium hours (1105)
 - f. Total hours
 - g. Hourly rate
 - h. Total labor
 - i. Meal allowance
 - j. Total labor and meal allowances
2. Collect the Flower Shop Costs Summary-Official Events from the White House Florist. (Exhibit 545-2)
3. Fill out the Official Events - Miscellaneous and Rental Costs worksheet throughout the month using vendor invoices as they arrive throughout the month: (Exhibit 545-3)
 - a. Event name and date held
 - b. Description of expense
 - c. Unit cost
 - d. Extended cost in either Total Misc. Cost Column or Total Rental Cost column
 - e. Grand totals for:
 - (1) Total Miscellaneous Costs
 - (2) Total Rental Costs.

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
545	OFFICIAL ENTERTAINMENT CHARGES		2 of 3

Chief Accountant
(con't)

4. Fill out the Official Event Services-Cost Summary by type of event as follows: (Exhibit 545-4)
 - a. Event type
 - b. Event name
 - c. Date held
 - d. Actual attendance...from Ushers Office
 - e. Total food charges...from Food Issues (Exhibit 525-2)
 - f. Total beverages charges from Beverage Issues (Exhibit 525-3)
 - g. Total service labor...from Official Events-Labor Charges worksheet (Exhibit 545-1)
 - h. Total flower charges...from Flower Shop Costs Summary - Official Events (Exhibit 545-2)
 - i. Total miscellaneous charges...from Official Events-Miscellaneous & Rental Costs (Exhibit 545-3)
 - j. Grand total for the Event in either
 - (1) Reimbursable Event column
 - (2) Non-reimbursable Event column
 - k. Grand total for the entire period by category.

5. Fill out the Food and Beverage and Flower Inventory Clearing Account form as follows: (Exhibit 545-5)
 - a. Official Events-Reimbursable and Non-reimbursable Food, Beverage, Flower Costs using the Official Events Services-Cost Summary (Exhibit 545-4)
 - b. First Family Reimbursable and Non-reimbursable Food and Beverage Costs using First Family-Residence Cost Summary
 - c. Staff Kitchen Reimbursable and Non-reimbursable costs using the Staff Services Costs and Analysis Report (Exhibit 540-1)

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
545	OFFICIAL ENTERTAINMENT CHARGES		3 of 3
<div>Assistant to the Chief Usher</div> <div> <ol style="list-style-type: none"> 1. Review all event charges documentation and send the Food and Beverage and Flower Inventory Clearing Account form to the National Park Service-National Capital Region Accounting Office. 2. File all detailed information as per the Exhibits in this Section in files marked Official Entertainment Charges-Reimbursable and Official Entertainment Charges-Non-reimbursable, specifying the period covered. </div>			

EXECUTIVE RESIDENCE
OFFICIAL EVENTS - LABOR CHARGES

EVENT NAME: _____ DATE HELD: _____

PERSONNEL	OFF.EVTS. HOURS (1106 or 1107)	PREM.PAY HOURS (1105)	TOTAL HOURS	HOURLY RATE	TOTAL LABOR	MEAL ALLOWANCE	TOTAL LABOR AND MEAL ALLOWANCES

TOTALS: \$ _____ \$ _____

WHITE HOUSE RESIDENCE
FLOWER SHOP COSTS SUMMARY-OFFICIAL EVENTS

Event: _____

Date: _____

Arrangement

<u>Description</u>	<u>Number</u>	<u>Direct Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	\$ _____

Total Costs: \$ _____

Miscellaneous Supplies

_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Misc. Dir. Costs: \$ _____

TOTAL REIMBURSABLE COSTS: \$ _____

OFFICIAL EVENTS - MISCELLANEOUS & RENTAL COSTS

EVENT: _____ DATE HELD: _____

Reimbursable	Yes	No
--------------	-----	----

[illegible]

GRAND TOTALS: \$ _____ \$ _____

MONTH ENDING _____

FORM ER 500-12

EXECUTIVE RESIDENCE
FOOD & BEVERAGE AND FLOWER INVENTORY CLEARING ACCOUNT

REIMBURSABLE CHARGES - 3948

CHARGES/EVENTS	FOOD	BEVERAGE	FLOWER	STAFF KITCHEN
1. Second Floor - Personal				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				

TOTALS:

EXECUTIVE RESIDENCE
FOOD & BEVERAGE AND FLOWER INVENTORY CLEARING ACCOUNT

NONREIMBURSABLE CHARGES

CHARGES EVENTS	FOOD	BEVERAGE	FLOWER	STAFF KITCHEN
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				

TOTALS:

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
550	REIMBURSABLE EVENT BILLING		1 of 3

Purpose

- ° To specify reimbursement procedures for Official Events, including appropriate reporting and statement documentation practices.

Procedures

INVOICE PREPARATION AND REVIEW

Assistant to the
Chief Usher

1. Instruct the Chief Accountant weekly as to which events should be billed.
2. Review current charges as posted to the Official Events Services-Cost Summary (Exhibit 545-4).
3. Clarify any unusual charges and resolve questions with the Social Secretary.

Chief Accountant

1. Type an invoice for each Group which has sponsored a reimbursable event as follows: (Exhibit 550-1)
 - a. Sponsor's name and address
 - b. Event name
 - c. Date held
 - d. Charges for the event
2. Type a cover letter to accompany each invoice billed to a non-governmental group. (Exhibit 550-2)

Assistant to the
Chief Usher

1. Review invoices and cover letters.
2. Obtain Chief Usher's signature on cover letter.

Chief Accountant

1. Send a copy of each cover letter and invoice to the Social Secretary.

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
550	REIMBURSABLE EVENT BILLING		2 of 3

Chief Accountant
(con't)

2. Send the following to the sponsor of a Reimbursable Event:
 - a. If interagency transfer --
 - (1) Original and 1 copy of the invoice to the National Park Service-National Capital Region Accounting Office who then sends invoice to sponsor.
 - b. If other than an interagency transfer --
 - (1) Original and 1 copy of the invoice
 - (2) Cover letter.
3. If the Reimbursable Event is sponsored by a non-governmental group, also send a copy of the invoice and cover letter to the National Park Service-National Capital Region Accounting Office who then sends invoice to sponsor.
4. File the following in the permanent Accounts Receivable Files maintained alphabetically by sponsor:
 - a. If interagency transfer --
 - (1) Copy of the Invoice (Exhibit 550-1)
 - (2) Copies of all items listed in 4b(3) through 4b(6).
 - b. If other than an interagency transfer --
 - (1) Copy of the Cover Letter (Exhibit 550-2)
 - (2) Copy of the Invoice (Exhibit 550-1)
 - (3) Official Events-Food Issues (Exhibit 525-2)
 - (4) Official Events-Beverage Issues (Exhibit 525-3)
 - (5) Official Events-Labor Charges (Exhibit 545-1)
 - (6) Official Events-Miscellaneous & Rental Charges (Exhibit 545-3)

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
550	REIMBURSABLE EVENT BILLING		3 of 3

Chief Accountant
(con't)

5. File one copy of all invoices which are not interagency transfers in an Accounts Receivable Awaiting Payment File according to current 30, 60, 90 and over 90-day categories.
6. Report on Accounts Receivable aging to Assistant to Chief Usher monthly.

RECEIPT OF PAYMENT

Assistant to the
Chief Usher

1. Receive payment from the sponsors of an event with a copy of the invoice and forward to the Chief Accountant.

Chief Accountant

1. Mark the copy of the invoice in the Accounts Receivable Awaiting Payment file as paid with payment date. Move cancelled invoice to Permanent Accounts Receivable file.
2. Send check and invoice copy to the National Park Service-National Capital Region for processing.

Assistant to the
Chief Usher

1. Take appropriate follow-up steps to collect overdue accounts receivable after discussion with the Social Secretary and Chief Usher.

THE WHITE HOUSE
1600 Pennsylvania Avenue
Washington, D.C.

INVOICE

Date: _____

Sponsor's Name and Address

(Event Name)

Date Held: _____

CHARGES: _____

(Date)

Dear M _____ :

Please make your check payable to the U.S. Treasury and send your check with a copy of our invoice to:

Sincerely,

Chief Usher
The White House

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
555	HEALTH INSPECTION		1 of 1

Purpose

- ° To specify procedures required for maintaining proper health standards for White House food service operations.

Procedures

Chief Usher

1. Ensure that health standards at the Residence are satisfactory and in compliance with appropriate Public Health Service requirements.

Assistant to the Chief Usher

1. Ensure that day-to-day activities and operations are in compliance with appropriate regulations and procedures, including scheduling the following:
 - a. Food Sanitation Inspections (Quarterly)
 - b. Rodent Program Evaluations (every six months)
 - c. Solid Waste on Premise Storage Inspections (every six months)
2. Arrange with the National Capital Region Environmental Sanitation Consultant to conduct above inspections and evaluations, providing at least one month's advance notice to Consultant prior to establishing or changing schedule.
3. Maintain liaison with the Office of the President's Physician with regard to health policies, inspections and evaluations.
4. Provide Residence employees with adequate training.
5. Ensure that immediate corrective action is taken to comply with the recommendations of the Environmental Sanitation Consultant or the President's Physician.
6. Conduct periodic informal inspections of the Residence to ensure that health standards are being met.

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
590	DOCUMENT DISTRIBUTION MATRIX		1 of 2

Purpose

- ° To identify the distribution of documents required for food and beverage management activities (see Exhibit 590-1).

FOOD & BEVERAGE MANAGEMENT DOCUMENT DISTRIBUTION MATRIX

[illegible]

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
605	DAILY AND WEEKLY ROUTINE		1 of 1

Purpose

- ° To maintain up-to-date documentation of the routine work assigned to housemen and maids.
- ° To distinguish between daily, weekly and monthly tasks as an aid to work scheduling.

Procedures

- ° The Executive Housekeeper is responsible for documenting the routine work assigned to the housemen and maids in the Residence. This documentation should allow for the ordering of tasks regardless of personnel involved for the following categories:
 - ° Daily routines
 - ° Weekly routines
 - ° Monthly routines
- ° The Executive Housekeeper is then able to group various daily, weekly and monthly tasks into packages of activities to be assigned to specific individuals. This grouping will also lend itself to Standard Checklists in reviewing that all activities are accomplished at the scheduled times.

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
610	MAJOR TASK PLANNING AND CONTROL		1 of 2

Purpose

- ° To ensure special housekeeping tasks are scheduled, highlighted if not accomplished, and controlled through completion.
- ° To identify special tasks requiring attention and the departments involved in the completion of these tasks.

Procedures

Executive Housekeeper

1. Identifies major housekeeping tasks requiring attention and maintains a record of these projects by filling out the Major Task Planning and Control Log (Exhibit 610-1) as follows:

BEFORE COMPLETION

- a. Description of task requiring completion
- b. Date scheduled for completion
- c. Departments and/or individuals involved.

AFTER COMPLETION

- a. Date completed
2. Confirms scheduling dates with the Cost Center Supervisors involved and the Chief Usher at the weekly staff meetings and at other times as needed.
3. Coordinates the completion of the major task.
4. Completes the Housekeeping Project Summary (Exhibit 200-5) at month end listing completed, uncompleted, and upcoming major projects, along with statements explaining why some tasks were uncompleted.
5. Sends the Housekeeping Project Summary to the Assistant Usher assigned to oversee housekeeping activities.

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
610	MAJOR TASK PLANNING AND CONTROL		2 of 2

Assistant Usher -
Housekeeping

1. Reviews with the Executive House-keeper and other Cost Center Supervisors, the reasons why tasks were not completed and resolves any problems interfering with the completion of the tasks.
2. Confirms the projected rescheduled date for completion of the task with all departments and/or individuals concerned.
3. Forwards the monthly Housekeeping Project Summary to the Assistant to the Chief Usher so that it can be incorporated into the report package submitted to the First Lady.

MAJOR TASK PLANNING AND CONTROL

[illegible]

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
615	INVENTORY CONTROL-LINENS		1 of 2

Purpose

- ° To maintain accountability for linen supply in use and in standby reserve by maintaining count of items purchased, discarded, etc.
- ° To ensure adequate supply of linens
- ° To simplify determination of reorder quantities and economical timing of purchases.

Procedures

- | | |
|-----------------------|---|
| Executive Housekeeper | <ol style="list-style-type: none"> 1. Coordinate semi-annual physical inventory using the Inventory Control Sheets (Exhibit 615-1) as follows as either In Use Inventory or Reserve Inventory: <ol style="list-style-type: none"> a. Item Description b. Activity - "Physical Inventory" c. Quantity d. Balance - (Same as Quantity) 2. Establish minimum inventory levels for each item as recorded on the Inventory Control Sheets during the physical inventory. 3. Write this minimum inventory level on each item's Inventory Control Sheet as the reorder point for that particular item. |
| Linen Room Maid | <ol style="list-style-type: none"> 1. Enter changes from purchases, discards, etc. As either In Use Inventory or Reserve Inventory: (Exhibit 615-1) <ol style="list-style-type: none"> a. Activity description b. Quantity c. Date d. New Balance 2. Notify Executive Housekeeper when IN USE INVENTORY reaches the minimum level. |

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
615	INVENTORY CONTROL-LINENS		2 of 2

Executive Housekeeper

1. Receive notice that item has reached minimum inventory level.
2. Check if RESERVE INVENTORY is available.
3. Transfer RESERVE INVENTORY by recording transfer as follows on the Inventory Control Sheet (Exhibit 615-1):
 - a. Activity - "Transfer to In Use Inventory"
 - b. Quantity
 - c. Date
 - d. Balance (Subtract quantity transferred)

IN USE INVENTORY

- a. Activity - "Transfer from Reserve Inventory"
 - b. Quantity
 - c. Date
 - d. Balance (Add quantity transferred)
4. Review Inventory Control Sheets periodically for the purchasing of new stock if there is no Reserve Inventory taking into consideration:
 - a. Economical timing of purchases
 - b. Quantities required
 - c. Availability of items
5. Place a purchase order with the Chief Accountant if purchase is to exceed \$200.00, otherwise arrange for petty cash from the Ushers Office to cover the cost of the purchase.

INVENTORY CONTROL - LINENS

ITEM: _____

MINIMUM INVENTORY LEVEL:

IN USE INVENTORY:

[illegible][illegible]

RESERVE INVENTORY:

[illegible][illegible]

SECTION NUMBER	SECTION NAME	REVISION NUMBER	PAGE
620	STAFF SCHEDULING		1 of 1

Purpose

- ° To provide a monthly schedule for maids and houseman which will serve as a source of information for various departments and the Ushers Office when requiring information or services.
- ° To help ensure adequate staff support and supervision.

Procedures

- | | |
|-----------------------|--|
| Executive Housekeeper | <ol style="list-style-type: none"> 1. Schedule monthly the hours of all maids and housemen (Exhibit 620-1). 2. Update the schedule for changes as they occur. 3. Post the schedules in the linen room and housemen's dressing room, and provide the Usher's Office with a copy. |
|-----------------------|--|

HOUSEMEN

Page 1 of 1

Sat.

100

[illegible][illegible][illegible][illegible]